



The City Manager / City Clerk Department is located in Town Hall and provides support to residents, members of the City Council and staff. Department functions include general managerial oversight of departments and Capital Improvement Plan (CIP) projects as well as traditional City Clerk functions such as records management, City Council support, and elections. Upon adoption by the City Council, the City Manager is responsible for preparing and managing the Town budget which balances the cost of providing Town services within its available financial resources.

The City Manager / City Clerk Department is staffed by the City Manager and two Administrative Assistants. Laura Allen is the City Manager for the Town of Colma. She was appointed by the City Council in 2009 and serves as the Chief Executive Officer for the Town to which all department directors and employees report.

**Mission Statement:** Town Hall Staff is proud to provide assistance, service and information to Town of Colma residents, businesses, colleagues and the general public. In partnership with the City Council, we meet the changing needs of the community through open communication and careful use of Town resources. We believe our contributions to the community enrich us professionally and enhance the quality of life for all who live and work in the Town of Colma.

Please check our City Manager Forms section using the link to the left for commonly requested information including the Town's current operating budget, or simply click [here](#) .

## General Information

|                     |                                   |
|---------------------|-----------------------------------|
| Colma Town Hall     | Business Hours                    |
| 1198 El Camino Real | Monday - Friday 8:00 am - 5:00 pm |
| Colma, CA 94014     |                                   |

650.997.8300  
650.997.8308 (fax)

Email: [city.manager@colma.ca.gov](mailto:city.manager@colma.ca.gov)

## Staff Directory

| <u>Name</u>               | <u>Title</u>                  | <u>Phone Number</u> | <u>Email Address</u> |
|---------------------------|-------------------------------|---------------------|----------------------|
| Laura Allen               |                               |                     |                      |
| City Manager              |                               |                     |                      |
| 650.997.8318              |                               |                     |                      |
|                           | laura.allen@colma.ca.gov      |                     |                      |
| Kris Krow                 |                               |                     |                      |
| Administrative Technician |                               |                     |                      |
| 650.997.8311              |                               |                     |                      |
|                           | kris.krow@colma.ca.gov        |                     |                      |
| Christina Acosta          |                               |                     |                      |
| Administrative Technician |                               |                     |                      |
| 650.997.8303              |                               |                     |                      |
|                           | christina.acosta@colma.ca.gov |                     |                      |